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Services

**PRIME KNIGHT TRANSIENT AIRCREW
SUPPORT**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements the Air Mobility Command (AMC) policy regarding support provided to all transient aircrews entering crew rest at MacDill Air Force Base (AFB). This instruction establishes the MacDill Prime Knight Program and defines policies and procedures to be followed by base agencies when providing Prime Knight support to transient aircrews.

SUMMARY OF REVISIONS

This publication supplements Air Force Instruction 34-246, *Air Force Lodging Program*, Section 2.2.8 (Transient Aircrew Lodging), and provides specific guidance on implementation of the Prime Knight program. Responsibility has been updated to reflect a new Office of Primary Responsibility (OPR). The information from the data collected on 21 AF Form 1, **Aircrew Support Questionnaire**, and procedures to report data are also reflected in this instruction. This instruction does not take precedence over AFI 34-246 and, if a discrepancy should arise, AFI 34-246 takes precedence.

1. General.

1.1. Prime Knight is an all-encompassing activity for 6th Air Mobility Wing (6 AMW) units and is intended to maximize the mission readiness and effectiveness of any transient aircrew. The consolidated effort of aircrews, command post, base operations, transportation, food services, and lodging are critical in ensuring total mission support.

1.2. The Command Post (6 AMW/CP) is the lead agency for the Prime Knight Program at MacDill AFB and will coordinate with the 6th Operations Group (6 OG), 6th Logistics Group (6 LG), and 6th Support Group (6 SPTG) as needed to provide necessary assistance for transient aircrews from arrival to departure. The appropriate group commander will ensure a Prime Knight point of contact (POC) is provided for transportation, food services, lodging, and base operations as a minimum. Each group is responsible for ensuring their staffs are trained and organized for Prime Knight support.

2. Responsibilities.

2.1. The Chief, Command Post (6 AMW/CP), serves as the MacDill AFB OPR, directs program implementation, reviews progress of the program and, in coordination with tasked agencies, provides recommendations to the Wing Commander (6 AMW/CC) on program adjustment. 6 AMW/CP collects 21 AF Forms 1 from Base Operations and compiles Prime Knight metrics to be forwarded to 21st Air Force Director of Operations (21 AF/DO) by the 10th of each month. Additionally, 6 AMW/CP will direct tracking of all inbound aircraft, initiate notification to tasked agencies on inbounds that will generate Prime Knight support, and inform tasked agencies of changes that impact Prime Knight support.

2.2. The Noncommissioned Officer in Charge (NCOIC) of Lodging, 6th Services Squadron (6 SVS/SVML), serves as action officer for 6 SVS in implementation of Project Prime Knight, reports progress of the program to 6 SVS/CC and higher levels of command, and serves as OPR for implementation of Prime Knight lodging procedures.

2.3. The NCOIC, Food Services (6 SVS/SVMF), serves as OPR for implementation of Prime Knight food service procedures.

2.4. The Vehicle Operations Flight Commander, 6th Transportation Squadron (6 TRANS/LGTO), ensures availability of aircrew taxi or UDI support and ensures the key packet is picked up from 6 SVS/SVML for Prime Knight transient aircrews, reports vehicle support problems to 6 SVS/SVML on an advance-notice basis, serves as OPR for implementation of Prime Knight vehicle operations procedures, and designates subordinate action officers as appropriate.

2.5. The Chief, Airfield Management, 6th Operations Support Squadron (6 OSS/OSAA), in the normal course of duty, alerts the Command Post of any inbound aircraft that requests Prime Knight support, keeps the Command Post informed of changes in aircraft arrival status, collects and forwards 21 AF Forms 1 to 6 AMW/CP by the 25th of each month, serves as OPR for implementation of Prime Knight Base Operations procedures, and designates subordinate action officers as appropriate.

3. Definition.

3.1. Prime Knight is a Chief of Staff Air Force initiative to improve support to transient aircrews. The concept is to provide aircrews "keys, wheels, and ready access to meals" upon arrival at an installation. This ensures the aircrew gets into "crew rest" as quickly as possible.

3.2. Crew rest is a required break during a flying mission, prescribed in accordance with AFI 11-202, V3, Chapter 9, *General Flight Rules*, lasting up to 12 hours. During this break in flight mission, flight crews must be afforded uninterrupted rest.

3.3. Transient aircrews, by the nature of their mission, require and must receive rapid, hassle-free service from host air base support agencies. Agencies tasked by this instruction will work together to ensure that Prime Knight aircrews are given a quiet, comfortable atmosphere to appropriately fulfill crew rest requirements.

4. Procedures.

4.1. The 6 AMW Prime Knight Manager will:

4.1.1. Develop plans and policies for the management of the Prime Knight program to ensure effective delivery to transient aircrews of transportation, lodging, and access to meals.

- 4.1.2. Provide a central point for temporary storage of classified aircrew material.
- 4.1.3. Provide an appropriate program critique system and monitor the effectiveness of the program through established management indicators.
- 4.1.4. Ensure an Aircrew Coordinator meets each aircraft. This person will provide the aircraft commander with transportation, lodging keys or hotel assignments, packaging material for classified information (if needed), current mission cut, 21 AF Form 1, and a base information package. In times of aircraft over-saturation or limited manning, information packages and keys can be picked up at the 6 AMW Command Post.

4.2. Aircrew Coordinator will:

- 4.2.1. Confirm crew rest accommodations on or off base have been reserved by installation lodging function, and room keys, contracts, hotel assignments, or reservation numbers are provided to aircrew upon block-in.
- 4.2.2. Confirm transportation has been secured for aircrew movement from the aircraft to crew rest accommodations upon arrival, and from crew rest accommodations to aircraft to begin departure sequence.
- 4.2.3. Meet aircraft within 10 minutes of block-in or the time requested by the aircraft commander with items identified in paragraph 4.1.4.
- 4.2.4. Provide prompt resolution (with assistance from the Prime Knight Manager) of C2, transportation, lodging, or food service problems during the aircrew's stay at MacDill AFB.

4.3. 6 SVS will:

- 4.3.1. Provide reservations capability to Prime Knight aircrews 24-hours a day.
- 4.3.2. Prepare Prime Knight packages as required to support on base and off base lodging requirements.
 - 4.3.2.1. On Base Lodging: Pre-register aircrews, assemble keys and put them in the Prime Knight information packet for pickup by 6 TRANS/LGTO. (On base lodging will be used to the maximum extent possible to maximize mission execution and limited demand on support activities.)
 - 4.3.2.2. Off Base Lodging: Coordinate lodging accommodations with local area hotels and assemble the necessary documents (certificates of nonavailability, maps, directions to contract quarters, community information, etc.) to support off base lodging for pickup by 6 TRANS/LGTO.
- 4.3.3. Ensure keys and information packets are prepared prior to aircrew arrival and provide for pickup by 6 TRANS/LGTO.
- 4.3.4. Establish an express checkout system for aircrews staying in government quarters.
- 4.3.5. Assign each aircrew member to a single room. (Aircrew members are defined as anyone on the flight crew order. Crew integrity will be maintained. All members of the same crew will be housed either all on base or all off base.) If the crew is to be divided into multiple buildings on base, ensure rooms are conveniently located such that no more than two stops will be required to pick up all aircrew members. During contingency operations, refer to AFI 34-246.

4.3.5.1. Ensure rooms will be available for immediate occupancy upon aircrew arrival.

4.3.5.2. Ensure rooms are clean and comfortable to be conducive to crew rest.

4.3.6. Ensure gender is considered when assigning lodging to aircrews.

4.4. 6 SVS/SVMF will:

4.4.1. Provide the Lodging Office with a menu from the flight kitchen and operation hours of the flight kitchen and base appropriated fund dining facilities for inclusion in the Prime Knight information packet.

4.4.2. Respond to aircrew requests for meals.

4.4.3. Develop aircrew 24-hour dining plan (location and times) that will allow aircrews access to a hot meal upon arrival and departure. Off-base dining facilities in this plan should be no more than 20 minutes travel time from MacDill AFB to dining facilities. A hot meal is defined as a breakfast, lunch, or dinner style serving at an establishment that allows for a choice of menu selections and allows an aircrew to sit down and dine in a comfortable environment. Base Dining Facilities fulfill the intent and requirement for hot meals.

4.5. 6 TRANS/LGTO will:

4.5.1. Meet aircraft within 10 minutes of the time requested by the aircrew or command post. If over-saturation limits this ability, notify the command post and respond as soon as possible, or arrange for alternate means of transportation.

4.5.2. Provide authorized transportation to aircrew members during their stay to ensure mission and support requirements are met (i.e., transportation to Base Operations, C2 facilities, Base Exchange, Dining Facilities, Fitness Center, transport crew chiefs to and from aircraft, etc). Transportation will attempt to pick up aircrew at requested time, workload permitting, in accordance with published transportation priorities.

4.5.3. Respond to the aircrew's request for departure pickup within 10 minutes of established pickup time. If over-saturation limits this ability, notify the aircrew and respond as soon as possible or arrange for alternate means of transportation.

4.5.4. Ensure keys and information packets are picked up at the Lodging Front Desk and delivered to the command post prior to the aircraft arrival.

4.6. 6 AMW/CP will:

4.6.1. Track all inbound/outbound aircraft under the installation's command and control.

4.6.2. Not accept Prime Knight requests if the aircraft is due to arrive at MacDill AFB with less than 24-hours lead-time to prepare Prime Knight support. (reference AFI 34-246, paragraph 2.2.8.6).

4.6.3. Obtain PPR number, all crew member's names, rank, and gender, a government credit card number of at least one crew member, aircraft call sign, arrival and departure times, and POC information from the requesting individual during the initial request for Prime Knight support. If the requesting party does not provide any of the above information, controllers will not process the Prime Knight request and explain to the requestor the reason support cannot be provided. Controller will inform the requestor that they will be responsible for canceling reservations to preclude

“No Shows” and guarantee hold charges due to mission changes, i.e., weather diverts, cancellations, re-routes, etc. (reference AMCI 34-1, paragraph 3.9.3).

4.6.4. Notify tasked agencies (transportation, lodging, and food service) of inbound flights that may generate Prime Knight support. All information is required to perform the Prime Knight program.

4.6.5. Inform tasked agencies of any change in anticipated Prime Knight support immediately when notified by aircrew or their representative of requested changes.

4.6.6. If an Aircrew Coordinator is not available due to limited manning, provide Prime Knight package to aircrews on arrival at the command post.

4.6.7. If applicable, temporarily store classified material for aircrews.

4.7. 6 OSS/OSAA will:

4.7.1. Take the initial call from the aircrews inquiring if they request “Prime Knight”. If Prime Knight is requested, 6 OSS will transfer the caller to the Command Post. If Prime Knight is not requested, 6 OSS will annotate the information and forward to 6 AMW/CP by the 25th of each month to be included in the monthly metrics slide.

4.7.2. Collect the 21 AF Form 1 from aircrews and provide them to 6 AMW/CP by the 25th of each month to be consolidated and reported in slide metrics form.

4.7.3. Alert the Command Post of any inbound aircraft that would generate Prime Knight support.

4.7.4. Notify the Command Post immediately of changes in aircraft arrival status.

WILLIAM W. HODGES, Brig Gen, USAF
Commander

ATTACHMENT 1

AIRCREW SUPPORT QUESTIONNAIRE

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AIRCRAFT COMMANDER: Please check appropriate boxes and drop off at Air Mobility Control Center (AMCC) or designated collection point prior to departure. Please comment on any items rated 1 or 2.						
TDY BASE		MISSION #				
AIRCRAFT COMMANDER (Rank, First MI, Last)		UNSAT	MAR	SAT	EXC	OUT
HOME UNIT		1	2	3	4	5
PRIME KNIGHT SUPPORT						
1. Were you met at your aircraft by a Prime Knight representative & given an information pack and your crew's lodging keys or documentation?						
2. Was the info pack complete & accurate (i.e., maps, telephone numbers, meal options, mission cut, etc.)?						
3. Was adequate transportation present within 10 min of when your crew was ready to depart the aircraft for your crew rest location? If not, circle late by (minutes): 11-15 16-30 31-45 >45						
4. Was your crew moved directly from aircraft to crew rest location (except weapons storage, if needed, or stops requested by the crew)? If not, circle stop location: Base Ops CP/AMCC/AIUC Billeting In-flight						
5. If desired, did you have access to a hot meal (sit down, cooked to order) prior to entering crew rest?						
6. Were your lodging accommodations clean, comfortable, and ready for immediate occupancy upon arrival?						
7. Did you receive adequate transportation support during your stay, (considering transportation regulation priorities)?						
8. Was adequate transportation present at the designated place(s) and within 10 minutes of the designated pickup time to begin pre-mission? If not, circle late by (minutes): 11-15 16-30 31-45 >45						
9. If desired, did you have access to a hot meal prior to mission departure?						
10. Was your crew able to complete their pre-mission activities with no more than one stop per crew position?						
HOST UNIT OPERATIONS SUPPORT						
11. Base Ops						
12. Weather						
AMSS / COMMAND POST SUPPORT						
13. C2 functions						
14. Logistics						
15. Aerial Port						
REMARKS (Continue on reverse if necessary)						
PROVIDE E-MAIL ADDRESS IF YOU WANT A DIRECT RESPONSE						
SIGNATURE OF AIRCRAFT COMMANDER		DATE				

21 AF FORM 1, MAY 01

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